APPROVAL REQUEST	-			
TD. 72 (REV. 7-92)	(1) DEPARTMENT, BOARD OR COMMISSION HEAT THE CERVITORS	OR COMMISSION .	85/53)	
	DIVISION, BUREAU OR OTHER UNIT	SION, BUREAU OR OTHER UNIT. ADMINISTRATION DIVISION/PROGRAM SUPPORT BR./CONTRACT MANAGEMENT	UPFORT BR./CONTRA	ACT MANAGEMENT UNIT
Submit three copies with three copies of the Records Retention Schedule, STD. 73.	ADDRESS 1800 THIRD STREET,	SUITE 455,	SACRAMENTO, CALIFORN	IFORNIA 95814
TO: DEPARTMENT OF GENERAL SERVICES OFFICE OF INFORMATION SERVICES	CHECK THE APPROPRIATE BOX: (2) New schedule of re	cords that have	er been scheduled. (Co	mplete boxes 5 - 8.)
1500 5th Street, Room 116 Sacramento, CA 95814 (or IMS C-39)	(3) X Revising a pre	Revising a previous schedule. (Complete boxes (A new approval number will be assigned.)	te boxes 5 - 12.) ed.)	
(916) 445-2294 or CALNET 485-2294	(4) Amending son	Amending some pages of a previous schedule. (Co))	ste boxes 8 - 12.)
NEW SCHEDULE INFORMATION (If applicable) (5) SCHEDULE NUMBER 245	FEBRUARY 1994	(7) NUMBER OF	AGES	(B) CUBIC FEET(Total Schodule) 127.5
PREVIOUS SCHEDULE (9) SCHEDULE NUMBER(S) INFORMATION 130 (If applicable)	(10) APPROVAL NUMBER(S) 87–58	s) (11) APPROVAL 3–13–87	DATE(S)	(12) PAGE NUMBER(S) REVISED
PART I AGENCY STATEMENTS				AND THE PROPERTY OF THE PROPER
As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on the attached schedule, I certify that all records are listed, that I have reviewed the need for the records, (per Section 1611 of the State Administrative Manual) that each retention period is necessary and correct as scheduled, and (for a revised schedule) that all items on the previous schedule have been accounted for.	ed to sign for the prog are listed, that I have tention period is nece ule have been accour	ram manager) directly reviewed the need for sarry and correct as the for the for the formal red for the fore	ly responsible for the for the records,(per S scheduled, and (for	or the records listed on (per Section 1611 of d (for a revised
13) SIGNATURE-MANAGER DIRECTLY RESPONSIBLE FOR THE RECORDS	DS (14)	Time Contract	Must	(15) DATE SIGNED
In accordance with Government Code 14755, approval of the attached Records Retention Schedule by General Services is hereby requested. Retention periods have been established by this agency after a all the factors listed in Section 1667 of the State Administrative Manual.	approval of the attach ion periods have beer te Administrative Man	ed Records Retention n established by this a ual.		the Department of careful evaluation of
I hereby certify that I am authorized to act on behalf of the head of this agency in matters pertaining to disposal of records. (Per Section 1611 of the State Administrative Manual.)	pehalf of the head of ti State Administrative λ	his agency in matters Manual.)		the retention and
18 SIGNATURE-RECORDS MANAGEMENT ANALYST,	chi Chi	TRIEPHONE	Management & Adm	Administrative Support
Joan M. Hironaka				March 25, 1994
PART II DEPARIMENI OF GENERAL SERVICES APPROVAL (Per Government Code 21) SIGNATURE-O)S/CONSULTANY (2) APPROVAL NUMBER (3) (3) (3) (4) (5) (6) (6) (7)	S APPROVAL (Per Go		Section 14/55)	
23) THE COMMANDER MANAGEMENT	with branches	4) DATE SIGNED /		
THE ATTACHED RECORDS RETENTION SCHEDULE:	(Per Gövernmeht Code Section 14755) TION SCHEDULE:	55) /		
©5 Contains no material subject to further review by the California State Archives	by the California Star	ਰ		
•	Items stamped "Hold	/Notify		
State. (Per Section 1614 of the State	Administrative Manual.)			
(27) SIGNATURE-CYPEF OF ARCAIVES		(28) DATE SIGNED JUL. 1 7	1994	TO THE PROPERTY OF THE PROPERT
				•

STD. 73 (REV. 5-92)

See instructions on reverse

Γ	DEPARTMENT (1)			SCHEDULE NUMBER (2)	DATE (3)
1	HEALTH SERVICES	(85463)		245	FFBRUARY 16, 1994
T	ORGANIZATIONAL UNIT			PAGE	OF PAGES (4)
ı	ADMINITCIDATION I	TVISION CONTRACT MANAGEMENT LINIT	r	1	5
	ADDRESS (Number	Street	Clty)	DEPARTMENT OF GENERAL	SERVICES APPROVAL NUMBER (5)
	1800 THIRD STREET	, SUITE 455, SACRAMENTO , CALIF.	95814	94	· U Ö J

	Se	e instructions and in SAM		ADDRESS (Number 1800 THIRD SIREET	Street City) ET, SUITE 455, SACRAMENIO, CALIF. 95814 DEPARTMENT OF GENERAL SERVICES APPRIL OF CITY DEPARTMENT OF GENE								DVAL NUMBER (0)	
ITEM NUMBER	FEET *	CALIFORNIA STATE ARCHIVES	TITLE AND DESCRIPT		MEDIA	VITAL		T	NTION		PRA (Exempt) & IPA		REMARKS	
(Triple space items	s)	USE ONLY	(Triple space bet	veen items)	1	(11)	OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)	(16)		(17)	,
(6)	<u>(7)</u>	(8)	(9)		(10)	(17)	(12)	(13)	(14)	1 119	(10)			
			BRIEF DESCRIPTION OF Contracts and Procure		ts	of t	wo Unit	s. This	schedu	le is fo	r Contra	ict Management U	nit only.	
			Contracts and Procure functioning as both a function for departme sufficient and comply federal policies, stafully executed contra hospital containment Assistance Commission	consulting resource ntal contracts in o with state, depart tutes, and regulat cts within the Depart contracts which are	e a rde men ons rtm	s we r to tal, Th ent	ensure and if e CPS is except	intaini all are federal the re for the	ng a co legall ly fund positor Medi-Ca	ntrol y ed, y of all		·		
			Retention criteria fo Chief, unless otherwi	r all records liste	d i	s th	e decis	on of t	he Sect	ion				
				. <i>:</i>	ARMINIALA-A-AMINIANAMA NAMINANAMANAMANAMANAMANAMANAMANAMANAMANA				The state of the s					
				·	The state of the s		To all interest control of the contr			The fourth over the control of the c				
*Provide to	tal of offic	ce and departn	nental		<u> </u>	<u> </u>	<u> </u>		L		<u></u>			
		•									,			

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RECORDS RETENTION SCHEDULE

STD. 73 (REV. 5-92)

See instructions on reverse and in SAM 1600

DEPARTMENT (1) HEALTH SERVICES

(85463)

SCHEDULE NUMBER (2)

PAGE

DATE (3)

FFRHARY 16

ORGANIZATIONAL UNIT ADMINISTRATION DIVISION CONTRACT MANAGEMENT UNIT ADDRESS (Number

City)

DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)

	and in SAM 1600			1800 THIRD STREET	, Śī	<u>JITTE 455, SACRAMENTO , CALLE</u>					94.083		
ITEM NUMBER	CUBIC *	CALIFORNIA STATE	TITLE AND DESCRIPT	ION OF RECORDS	MEDIA	VITAL		RETE	ИОПТИ		PFIA (Exempt)	REMARKS	
(Triple space Remo	between	ARCHIVES USE ONLY	(Triple space bet		(10)	•	OFFICE . (12)	DEPT. (13)	SRC (14)	TOTAL (15)	IPA (16)	(17)	
			ADMINISTRATIVE R	ECORDS									
			ACTIVITY REPORTS							,			
1.	.5 r		Monthly		P		2		,	2			
2.			Weekly		P		. 2			2		. ,	
			CORRESPONDENCE					,					
3.			Contract mail	ing list	P		active			active		Becomes inactive when updated.	
4 de la constitución de la const		Staid I Basing Academa	General-chror	ı	P		2			- 2			
-			EQUIPMENT AND SUF	PLIES					2.7				
5.	V		Requisitions		P	Landing and the second	active			active +2		Destroy 2 years after purchase received.	
			<u>LFGAL</u>			<u> </u>	·			,			
S.	-5	Mada / Najahi Asalatan	Bill Analysis		P		active +2			active +2	Х	Becomes inactive at the end of the legislative session. PRA 6254(a). Refain 2 yes when inactive.	
1.		Note / Carry	Dept. Legal St	aff Opinions	P		؛ 2			2	Х	PRA 6254.25	
8.			General Servio	ces Legal	P		2			2	X.	PRA 6254.25	
9.			Regulations		P		active			active	-	Becomes inactive when superseded or replaced.	
	-		*										
	 	ce and departm) Namiai						- Landenstand of the Control of the				

STD. 73 (REV. 5-92)

JAMES OF WALL GRAMA

See instructions on reverse and in SAM 1600

(85463)HEALTH SERVICES

DEPARTMENT (1)

SCHEDULE NUMBER (2)

PAGE

DATE (3)

OF,

FFBRUARY 16, 1994 PAGES (4)

ORGANIZATIONAL UNIT 3 5
DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5) ADMINISTRATION DIVISION CONTRACT MANAGEMENT UNIT Clty) Street ADDRESS (Number 94.083

		and in SAM	1600	1800 THIRD STREET	SÚ	TTE.	 455. SAC	RAMENTO	. CALIF	. 95814		94.083
ITEM NUMBER.		CALIFORNIA STATE	TITLE AND DESCRIPT	ION OF RECORDS	MEDIA	VITAL		RETE	NTION		PRA (Exempt)	REMARKS
(Triple spaci item (8)	e between	ARCHIVES USE ONLY (8)	(Triple space bet	ween items)	(10)	1	OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)	1PA (18)	(17)
10.	.5	Andrews	PERSONNEL Affirmative Ac Policy, genera	ction (plans, al information etc.	P		active		THE THE TRANSPORT OF TH	active		Becomes inactive when superseeded.
11.			Attendance		P		active +2			active +2	XI	Destroy 2 years after employee transfers or terminates. PRA 6254(c), 6254.3; IPA 1798.3
12.		a community	Duty Statement	zs .	P		active	:		active		Becomes inactive when superseded.
13.			Employee Recor (includes prob	rds os, reviews, etc.)	Р		active		TOTAL CONTRACTOR CONTR	active	ΧI	Becomes inactive when employee transfers or terminates. PRA 6254(c) & 6254.3; IPA 1798.3
14.				s, score sheets,	Р		2			2	XI	Government Code 12946; PRA 6254(c) & 6254.3 IPA 1798.3
			etc.	orts, correspondenc	e							
15.	-		Training (Empl	loyee)	P		2			2	XI	PRA 6254(c) & 6254.3; IPA 1798.3.
16.		,	Dept. Contract with all updat	Management Manual	Р		active			active		Becomes inactive when updated or superseded.
17.			•	Information memos	P		active	,		active		Becomes inactive when updated or superseded.
· •			only.) RECORDS MANAGEM	NT .	-		A CONTRACTOR OF THE CONTRACTOR					
18.	.5		Annual Report Records Holdi	ts (IPA Report and	P		.2			2		
19.	1		Quarterly Rec	cords Destruction	Р		2			. 2		
*			•									
*Provide to	otal of offi	ce and departn	nental			_L		<u> </u>	<u> </u>		4	

STD, 73 (REV. 5-92)

See instructions on reverse and in SAM 1600

HEALTH SERVICES

DEPARTMENT (I)

ORGANIZATIONAL UNIT

(85463)

SCHEOULE NUMBER (2) PAGE

DATE (J)

PAGES (4)

ADMINISTRATION DIVISION CONTRACT MANAGEMENT UNIT DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5) Clty)

:		and in SAM	1800 THIRD STREET	r, si	TE.	455, SAG	RAMENT), CALIF	95814	<u> </u>	74.000
ITEM NUMBER		CALIFORNIA STATE	TITLE AND DESCRIPTION OF RECORDS	MEDIA	VITAL		RETE	NTION	, .	PRA (Exempt)	REMARKS
(Triple space item (6)	e between	ARCHIVES USE ONLY	(Triple space between items) (9)		(11)	OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)	IPA (18)	(17)
			RECORDS MANAGEMENT (Con't.)								
20.	.5		Records Retention Schedule	P		active			active		Remains active for 5 years.
21.			Transfer Lists	P		active		·	active		Becomes inactive when records are destroyed. Transfer list is attached to the appropriate
	1		· .								records destruction memo in item #19.
			PROGRAM RECORDS						***************************************		
			DEPARIMENIAL CONTRACIS (Originals))							
22.	41		Continuing Contracts (Those which cross fiscal years	P.		active +1		4	active +5		Becomes inactive at end of contract term. PR 6254(q), IPA 1798.3
23.	7		Federal Grants	P		active +1		2	active +3		Becomes inactive at end of contract term. PRA 6254(q), IPA 1798.3.
24.	76.5		General (includes subvention, services, consultant, and interagency).	P		active +1		4	active +5	XI	11 11 11 11 11 11 11 11 11 11 11 11 11
25.	1		Incoming Funds—Receivables to the Dept. of Health Services for services rendered to other State Agencies.	P	Machine 11.	active +1		4	active +5		Becomes inactive at end of contract term.
			. '					-			
	127.5	TOTAL	CUBIC FEET								
				***************************************					and the second s		
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DEPARTMENT (1) HEALTH SERVICES	(85463)		SCHEOULE NUMBER (2) 245	EFBRUARY 16.	1994
ORGANIZATIONAL UNIT			PAGE	OF ′	PAGES (4)
ADMINISTRATION DIVISION CO	INTRACT MANAGEMENT UNIT		5	5	
ADDRESS (Number Street		City)	DEPARTMENT OF GENERAL	SERVICES APPHOVAL NUMB	EU (0)

	Sec	instructions of and in SAM		ADDRESS ((Number RD STREET		Stree PTF		TD AMENITY) CATTE	city 95814		DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (D)	1
ITEM NUMBER	FEET *	CALIFORNIA STATE	TITLE AND DESCRIPT	ION OF REC		MEDIA	VITAL		RETE	NTION	I	PRA (Exempt)	REMARKS	
(Triple space item		ARCHIVES USE ONLY	(Triple space bel	ween items)		l .	1	OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)	(16)	(17)	
(6)	(7)	(8)	(9)		<u></u>	(10)	(11)	114/	(13)	1,77	1,,,,	[10]		
			OLD SCHEDULE ITE		-			·				·		
1.			item # 14.(Ge Documents.	neral Cor	respondenc	e) :	s n	ow combi	ned wit	n item ∤	15(Int	erview I	Documents) to become item #14 now Intervie	W
2.		,	item # 16 (Tr	-						,				-
3.						1			·		i	bined to	o appear as item 16 .	
4.			item # 19 (Pr	ocedure a		İ	1				l			
5.			items # 20,21		(Records						1			
6.			items # 24, 2	5, 26, 27	(Dept. Co	ntra	cts) пом ај	pears a	s items	# 22, 2	B, 24, 2	25.	
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